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STAFF

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TOT: 1071557Z JUN 82

DIRECTOR 244011

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STAFF 071557Z DIRECTOR 244011

TO: DOSB

ADMIN PERS

1. YOU ARE AWARE OF THE FACT THAT WE HAVE HAD TO PAY CAREFUL ATTENTION TO A NEW GOVERNMENT-WIDE MANPOWER CONTROL SYSTEM IN FY-1982 REFERRED TO AS FULL-TIME EQUIVALENCY (FTE). UNDER THIS SYSTEM, WE HAVE A CEILING EXPRESSED IN TERMS OF MAN YEARS WHICH ROUGHLY EQUATES TO OUR FULL-TIME PERSONNEL CEILING PLUS AN ADDED INCREMENT FOR USE OF PART-TIME AND INTERMITTENT EMPLOYEES. USING THE PAYROLL SYSTEM AS A COUNTING BASIS, THE HOURS WORKED BY ALL EMPLOYEES (INDIGENOUS EXCLUDED) ARE TABULATED TO DETERMINE WHETHER OR NOT WE ARE WITHIN THE FTE CEILING. IN [] OUR FTE LEVELS FOR FULL-TIME, PART-TIME, AND INTERMITTENT EMPLOYMENT HAVE EXCEEDED ESTABLISHED CEILINGS. DURING RECENT MONTHS WE HAVE CURTAILED ALL EMPLOYMENT AT HEADQUARTERS EXCEPTING CAREER TRAINEES IN AN EFFORT TO PROVIDE SOME MEASURE OF FLEXIBILITY TO APPROVE FIELD REQUIREMENTS. THIS RESTRAINT WILL BE CONTINUED. MORE RECENTLY WE HAVE CURTAILED ADDITIONAL EMPLOYMENT AND INCREASES IN HOURS WORKED BY EXISTING EMPLOYEES AT LARGER STATIONS WHERE WE FELT MANAGEMENT ALTERNATIVES OR OPTIONS MIGHT BE POSSIBLE. WE NOW MUST PLACE A FREEZE ON THE HIRING OF ALL NEW FULL-TIME, PART-TIME, AND INTERMITTENT CONTRACT EMPLOYEES. THIS WILL APPLY IN THE FIELD AS WELL AS AT HQS UNTIL FURTHER NOTICE (WHICH MAY NOT BE UNTIL THE END OF THIS FISCAL YEAR). MEANTIME, ALL CHIEFS OF STATIONS AND BASES ARE TO CRITICALLY EXAMINE THE USE OF ALL CONTRACT EMPLOYEES IN ORDER TO REDUCE, WHERE POSSIBLE, THE HOURS WORKED BY THESE EMPLOYEES THROUGH THE BALANCE OF THE FISCAL YEAR (THAT IS, UNTIL OCTOBER).

2. [REDACTED] IN ITS MONITORING FUNCTION OF THE FTE CEILING, MUST HAVE THOROUGH, ACCURATE AND TIMELY INFORMATION ON YOUR MANPOWER RESOURCE USAGE. IF THERE APPEARS TO BE URGENT REASON TO SEEK EXCEPTION TO THE HIRING FREEZE BECAUSE HIGHEST PRIORITY REQUIREMENTS ARE NOT BEING ADEQUATELY MET, WE WILL CONSIDER THOSE CASES. REQUESTS FOR EXCEPTION SHOULD NOT BE SUBMITTED, NOR WOULD THEY BE APPROVED, UNLESS A VERY STRONG CASE CAN BE MADE FOR THE EXCEPTION.

SECRET